



Our Lady of the Rosary Primary School, Waitara

PARENTS & FRIENDS ASSOCIATION

Dear Parents,

We would like to take this opportunity to invite you to the P&F AGM.

Notice of Annual General Meeting and Nomination for Positions.

Our Annual General Meeting (AGM) is being held next week. Details are:

- **When:** Tuesday 16 February
- **Time:** 7.30pm
- **Where:** TLOCC

The P&F is your representative body at the school, for you to have your say, ask questions about school and get involved. The P&F meet twice each term in the school year. At one of these meetings we hear from Mrs Crowe about what is happening at the school level, we plan and review social events and discuss long term projects. The other meeting of the term is a Parent Information meeting about a particular topic of interest.

At the AGM, all positions come up for re-election and it would be great to see as many people as possible nominate for positions. While we are all busy with other commitments, this gives us an opportunity to put something back into the school – to make a difference and have a lot of fun along the way. Feel safe about coming along – no one puts anyone under pressure to do a role

If you feel you would like to be involved, please consider a position. It does not have to take over your life, the more people who get involved, the lighter the load. There are many willing helpers in the school who support the P&F activities and some positions such as school Class Parent Coordinator and Social Event Coordinator can be shared by two or more people.

If you wish to nominate for a position then please complete the accompanying nomination form and return to the school office.

If you have any questions, please don't hesitate to contact me @ dwestgarth@icloud.com. Nominations will be taken up until the AGM.

David Westgarth

P&F President



Nomination for positions

Nominations are welcome for the OLOR Waitara P&F for 2021

Formal nominations are required for the following positions:

- President
- Vice President
- Treasurer
- Secretary
- Class Parent Coordinator
- Cuppa Crew Coordinator
- Social Coordinator
- Catholic Schools Parent Representative
- Special Purpose Committee Member – Sustainability Coordinator

I,.....hereby nominate

for the position of.....
on the OLOR P&F Committee for 2021.

I understand that should there be more than one person nominate for the position then the election will be by ballot.

Nomination..... Signature:
(name)

Proposed..... Signature:
(name)

Seconded..... Signature:
(name)

Please address your application in a sealed envelope to
Clare Boland c/- School Office by Tuesday 16 February 2021.

P & F Roles and Responsibilities

P&F Executive Committee

Any parent of the school may nominate themselves as a member of the P&F Executive Committee.

The P&F Executive comprises of the President, Vice President, Secretary, Treasurer and other Executive members.

The Committee also includes the School Principal and Parish Priest.

The role of the Executive is to:

Be responsible for the planning, management and organisation of the Association's affairs.

Be responsible for all financial matters relating to the Association.

Attend and conduct regular meetings in a fitting and proper manner with respect for accepted meeting procedures.

Form and manage sub-committees to achieve effective results.

President

The President assumes the role of leading the team, setting the tone and direction of the P&F and ensuring the smooth running and facilitation of all aspects of the P&F. The President is a guide for and example to all parents.

The President leads the P&F Association by:

Providing leadership and direction for the P&F by working co-operatively and collaboratively with the principal

Promoting the aims of the P&F in dealing with its members

Supporting the Executive Committee members

Presiding at all meetings and ensuring meetings run according to the agenda and that minutes are kept and endorsed as being an accurate record of what took place

Encouraging parents to get involved

Helping parents feel welcomed at the school

Coordinating and delegating responsibility for the activities of sub committees

Ensuring decisions are carried out and followed up

Vice-President

Assists the President in their role and in their absence presides over meetings and relevant duties.

Oversees Support Pantry and smooth co-ordination of this initiative

Is a focal point of welcome to new families to the school throughout the year.

Liaises and maintains contact between the Parish and school .

Secretary

Manages the day-to-day communications and records of the P&F.

Organises meetings, records accurate draft minutes which are then formalised at the subsequent meeting.

Receives and deals with correspondence

Obtains reports from sub-committees to add to the minutes

Treasurer

Is responsible for ensuring that all the financial dealings of the P&F are carried out in accordance with the Broken Bay Constitution

Receives all monies and keeps appropriate financial record which are presented at each general meeting.

Organises the annual audit of accounts

Social Coordinator

Assists the overall committee in the organisation and execution of social events determined by the P&F.

Works closely with the Principal in preparation for such events.

Class Parent Coordinator

Works closely with the Class Parents and the Principal developing community at a class and grade level.

Assists class parents with organisation of grade events where appropriate.

Cuppa Crew Coordinator

Co-ordinates the organisation of people to supply food and/or serve at various school events such as Open Day, Diocesan Mission Mass etc.

CSP representative

Attends Cluster CSP meetings

Represents the P&F at the Catholic School Parents (CSP) Council

Keeps parents informed about diocesan Parent Council issues

Provides written and oral reports to the parents at P&F meetings,

Arranges for the distribution of newsletters and other communications to parents.

Special Purpose Committee Member – Sustainability Coordinator

Special Purpose Committee Member has responsibility for managing specific tasks/projects/areas of the P&F.

Attends CSBB Sustainability networks

Liaises with relevant CSBB personnel to build a more sustainable awareness at school level

Builds awareness of sustainability throughout the school

Assists the school Sustainability team with initiatives throughout the school